

Institute of Physics
Thin Films and Surfaces Group
Minutes of the 34th Annual General Meeting

The 34th Annual General Meeting of the Thin Films and Surfaces Group of the Institute of Physics was held at 12.30 pm on Wednesday 24th March 2004 at the University of Nottingham.

Present: C. F. McConville, W.A Brown, G. Aldrich-Smith, Z. Barber, J. Maclean, P. Moriarty, G. Held, N.V. Richardson, M. McCoustra, P. Weightman, and 7 other members of the Thin Films and Surfaces Group.

1. Apologies for Absence

These were received from S. Holloway.

2. Minutes of the previous AGM

These were accepted as an accurate record of the 33rd AGM.

3. Chairman and Secretary's communications

The Chairman (CFM) reported that, following the previous AGM where our membership of the SS&T division had been discussed; we have now withdrawn from this division. He also reported that John Colligan (Chair IPSI group) has become the new Chair and has proposed to the IoP that the name of the division be changed to the Applied Physics Division.

CFM reported that the group has been extremely active in the past year, and our funds are somewhat lower because of this. He also reported that the IoP has taken £2,108 from the group account because we had more than twice our annual stipend available in the accrual account. In addition, our income for 2004 was reduced to £3,300 - instead of the usual £5,600. CFM reported that he had written to Peter Main to request that the group be allowed to keep all of its funds, in contrast to the ruling made by the GCC. The grounds for this request are to allow us to fund another Surface Science Summer School next year as well as supporting ISSC-15. At the time of the AGM he had not had a reply from the IoP, but agreed to follow this up.

CFM reported that currently the group's web profile is poor – we do not have any web pages on the IoP web site. He reported that this situation will be rectified very shortly as WAB (with the help of a graduate student) had agreed to take responsibility for moving the web pages to the IoP site and for keeping the pages up to date.

CFM reminded the group members that it is important that the group continues to be as active as it has been over the last 12-18 months.

The Secretary reported on the group's activities over the past year. The Secretary reported that the group finances, as at 15th March 2004, stand at £17,102. Over the last 12 months the group has:

- Given out 25 student bursaries (totalling £4,350). This includes the £3,000 given to ISSC-14 to fund 20 student bursaries.

- Supported various meetings either financially or by helping with organisation including: ISSC-14 in June 2003 at the University of Liverpool; Symposia at CMMP 2003 on the “*Future of Surface Spectroscopy*” and “*Towards Complex Surfaces*”; a one day meeting on “*Thin Films of Organic Molecules*” which took place in March 2003 at the University of Birmingham; a one day meeting on “*Laboratory Studies of Astrophysical Processes*” which took place in June 2003 at University College London, and a one day meeting at the University of Nottingham on “*Surface Structure*” which took place in March 2004

The group are also currently organising the following future meetings/symposia:

- Four symposia at CMMP 2004 Warwick, April 2004. (One symposium jointly with the new Nanoscale Physics Group).
- Surface Science Summer School, Nottingham, August 2005.
- ISSC-15, Cardiff, June 2005.

The group has also provided financial support for the following events:

- Sponsorship for a meeting organised by the Chemical Physics Group, which will take place in Paris in June 2004.
- Co-sponsored a meeting organised by the IPSI group on “*Plasmas, Surfaces and Thin Films*” which will take place in June 2004.
- Sponsorship for the “*Surface Science of Biological Interfaces*” Network to help with the organisation of a meeting on “*Macromolecules at interfaces*” which will take place in September 2004.
- Support for Prof. Ronan McGrath and Dr. Martin McCoustra, both of whom are preparing exhibits for this Summer’s Royal Society Summer Exhibition, which will take place in July 2004.

The Secretary noted that ideas for meetings are always welcome and if any group members would like to organise a one-day meeting, the TFSG would be willing to help with both publicity and perhaps funding for a relevant speaker.

4. **ISSC-15, Cardiff**

Prof. M. Bowker reported that ISSC-15 will take place from 27th-30th June 2005 at Aberconway Hall at the University of Cardiff. The conference dinner has been booked at the National Museum and Gallery of Wales and an outing to Techniquet is also planned. The organising committee currently comprises Prof. M. Bowker, Dr. P. Davies, Dr. A. Carley, Prof. M.W. Roberts, Prof. R.H. Williams, a TFSG representative (CFM/WAB) plus others TBA. The plan is to keep student costs as low as possible, at around £50. Speakers will be invited very shortly.

5. **Committee changes – election of new members**

The following committee members stepped down at the AGM: S. Holloway, N.V. Richardson, A.J. Fisher, Z. Barber, A. Wander. CFM thanked them all for their contributions to the TFSG over the past years. In addition WAB stepped down as Secretary and Treasurer, but remains on the committee as an ordinary member for one more year. The Chair, and the previous Chair (AJF), have both benefited enormously from Wendy’s dedication to the post over the last 3 years and particular thanks go to her for all her hard work.

It was agreed to co-opt Z. Barber back onto the committee to maintain links with the Thin Films part of the group.

Nominations for the role of Secretary were as follows: Dr. M. McCoustra. Following a vote by the members present at the AGM, Dr. McCoustra was elected as the new TFSG Secretary and Treasurer.

Nominations for new committee members were as follows: Dr. W. Allison (University of Cambridge), Dr. J. Cole (University of Edinburgh), Dr. M. Jacka (University of York), Dr. M. Buck (University of St. Andrews). Following a vote by the members present at the AGM, all were elected as new TFSG committee members.

A full list of the new TFSG committee members with contact details is attached as an Appendix.

6. Any other business

GH indicated that the TFSG provide bursaries for students to attend conferences both in the UK and overseas. Applications to be sent to GH in Cambridge.

GH also mentioned that 2005 is the IoP year of Physics. The Institute is looking for ideas of relevant events.

MMC indicated that Prof. Dan Eley is celebrating his 90th birthday this year. To mark this occasion, it has been suggested that a joint RSC/IoP medal be established in his honour in Surface Science. MMC has already mentioned this possibility to the RSC and they would be happy to support this. The group members indicated that they would also be happy to support this. CFM and MMC agreed to approach the IoP on this subject.

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Zoe Barber is co-opted onto the committee to maintain links with the Thin Films community.